



JOB DESCRIPTION

Database Coordinator

Information Technology Team
Operations and Finance Department

Reports To: Information Technology Director
Category of Employment: Support Staff, **Full Time**
Payroll Status: Hourly, Nonexempt
Office Hours: **40 hours per week**

*The mission of Compassion Christian Church is
to lead people to a life-changing relationship with Jesus Christ.*

Job Summary

To further the mission of Compassion Christian Church by ensuring the integrity, providing support and further training of the Church Management Systems Database(s).

Minimum Qualifications

1. **Experience:** Must have a minimum of four (4) years' experience in an administrative capacity, with an emphasis on data entry and/or administration.
2. **Education:** Minimum of a bachelor's degree from an accredited college or university preferred. Consideration will be given to candidates having experience and demonstrated proficiency in field.
3. **Knowledge, skills, and gifts:** Candidate must exhibit excellent computer knowledge, experience and proficiency with Microsoft Office applications including Word, Outlook, Excel, Publisher and PowerPoint. Preferred experience in database software systems. Candidate must exhibit excellent organizational and interpersonal relational skills while maintaining and protecting confidentiality. Candidate must be tried and proven in ministry and have a passion to share Jesus. Candidate must demonstrate a Christ-like attitude in words and actions, being able to work with a wide variety of people. Candidate must be able to problem solve, have excellent written and verbal skills, and multi-task with great attention to detail. Must be a motivated and effective recruiter and manager of volunteers.
4. **Physical Demands:**
 - a. May be called upon for lifting, pulling, climbing, bending, carrying, and pushing as needed to set up activities and events.
 - b. Operation of church vehicles.

Expectations

1. Exhibits a meaningful and growing personal relationship with Jesus Christ.
2. Engages in a regular and ongoing (meeting at least monthly) accountability relationship with a staff partner or other approved person.
3. Recognizes that our work is important and deserves our very best.

Conditions of Employment

1. Models the Biblical standard of personal conduct and lifestyle.
2. Supports and adheres to the Mission, Vision, Values, and Philosophy of Ministry of CCC, including the CCC Statement of Faith.
3. Supports and adheres to the CCC Policies and Procedures Handbook.
4. Must be an active, participating member of Compassion Christian Church or another Bible-believing church.

Duties and Responsibilities (Essentials)

- 1. General staff responsibilities:
 - Maintain in notebook (CROAKER) all ministry tasks and functions specific to position.
 - Participation in monthly "All-Staff Meetings" as well as called departmental meetings, and other required staff events.
- 2. Specific ministry duties and responsibilities:

Database Integrity

- Responsible for oversight of all aspects of weekly data entry to ensure information is complete according to minimum standards.
- Cleans/maintains integrity of database by detecting and deleting duplicates, inactive records (due to lack of activity, giving), inaccurate/outdated information, mass changes, etc.
- Generate and build reports for Leadership as required.

Support

- Consult with end users to answer "how to" questions, track problems and monitor performance during day-to-day database operations and usage.
- Escalate issues to internal IT Staff and/or external database vendors to assist in resolving issues.

Training

- Provide new employee orientation, as well as ongoing, training to Compassion Christian staff.
- Review all updates and enhancements to the database via release notes and knowledge base forums, and provide staff training for new, changed, and/or enhanced features of the database to ensure maximum utilization of the Church Management System(s).

- 3. This job description is not meant to be an all-inclusive statement of every duty and responsibility that will be required of an employee in this position. Therefore, additional duties may be assigned.

Performance and Evaluation

Success in the position will be measured according to the performance assessment tool approved by the Lead Executive Pastor. Performance will be evaluated in relevant areas, including but not limited to: completion of ministry goals and individual tactics, communication, teamwork, leadership, creativity, responsibility, self motivation, attitude, and potential for growth.

Employee Acknowledgement

My signature will acknowledge that I have read and understand the above Job Description. Further, I understand that this Job Description provides position essentials and the general duties, responsibilities, and specifications of the position; that it may be changed at any time to meet the needs of CCC; and, that it in no way constitutes an employment contract or other wise alters my "employment at will" relationship with Compassion Christian Church.

Printed Name of Staff Member:

Signature of Staff Member

Date

Job Description Approved: _____ (HR Initials) _____ (DH Initials)

Revised 11/25/2019